

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 04-23

ISSUE DATE: 08/05/2004

DISPOSAL DATE: 12/31/2006

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input checked="" type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input checked="" type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

To: Child Support Agency Directors
Tribal Child Support Agency Directors
W-2 Agency Directors
Tribal Economic Support Directors
Regional Administrators

From: Bill Clingan /s/
Division Administrator

RE: Children First Program 2005

PURPOSE:

The purpose of this memo is to outline plans for the Children First program for 2005.

BACKGROUND:

The Governor's Kids First Initiative included the Children First Program as a means of increasing the collection of child support. In the future, the Governor's plan may focus new resources on the program in order to expand it statewide.

In 2005, the Children First budget will remain at \$1,140,000.

POLICY:

Following are the requirements for Children First programs in 2005: Agencies with existing Children First programs that elect to continue to administer a Children First Program in 2005 must submit a new Children First Program Plan (Attachment 1) prior to September 30, 2004. The plan must include a Letter of Support from the child support agency in each county/tribe that will be served by the program. A sample Letter of Support is attached (Attachment 2).

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
		TA--Trade Assistance	

Agencies with existing programs will receive first priority when awarding existing funds. Allocations will be the same as in 2004 unless the agency requests a reduction in funds. If an agency opts out or requests a reduction in funding for 2005, those funds will be made available to new agencies that wish to start a Children First Program. The state also reserves the right to make additional shifts in funding.

Agencies that do not currently have a Children First Program, but want to request funds to administer a program in 2005, must submit a Children First Program Plan (Attachment 1) prior to September 30, 2004. Letter/s of Support (Attachment 2) are optional with plan submittal but will be required if funding is awarded to a new agency. Plans may be submitted by counties, tribal governing bodies or Wisconsin Works (W2) agencies (s. 49.36 Wis. Stats.).

CHILDREN FIRST PROGRAM GUIDE AND NEW CARES DATA ENTRY REQUIREMENT

The state has revised the Children First Program Guide to include updated current state policies and procedures for the program. The program requirements in the revised Children First Program Guide take effect on January 1, 2005. Significant changes have been made to the Program Guide and agencies are expected to review this guide prior to submitting their Children First Program Plan. A copy of the Program Guide is attached to this memo.

The Program Guide outlines required CARES entry for all Children First participants and activities. The Guide provides technical detail regarding the new requirements for tracking Children First participant data in CARES.

The revised Children First Program Guide supercedes policy and procedures previously outlined in Administrator's Memos 01-14 and 02-05.

CHILDREN FIRST PROGRAM MONITORING

Administrator's Memo 03-30 outlined the state's intention to begin monitoring of program compliance with state statutes and policies, as well as financial monitoring of Children First programs.

The state will monitor CARES participant data entry as outlined in the revised Children First Program Guide. Adherence to the new CARES data entry will be required for program reimbursement starting in 2005.

CHILDREN FIRST REQUIREMENTS AND STATUTES

For additional information regarding the Children First program please refer to Wisconsin Statutes 49.36 and 767.295.

Questions regarding the Children First Program may be directed to Theola Carter at 608-266-9909 or theola.carter@dwd.state.wi.us

ACTION SUMMARY STATEMENT:

Those counties/W2 agencies/tribes and consortia with existing Children First programs, and those that wish to begin operation of a program in 2005, must do the following:

Complete a Children First Program Plan using the attached "2005 Children First Program Plan" (Attachment 1).

Obtain a signed Letter of Support from each county/tribal child support office served by the Children First Program (Attachment 2). (Letters of Support are optional for agencies applying for new funding.)

Agencies that operated a Children First Program in previous years may refer to the prior program plan to assist in completing the "2005 Children First Program Plan."

Submit the update/plan to the Bureau of Child Support no later than September 30, 2004. Plans should be sent to:

Attn: Theola Carter
Bureau of Child Support
PO Box 7935
Madison, WI 53707-7935

Email to:
theola.carter@dwd.state.wi.us

Fax to: 608-267-2824

CONTACT: BCS Regional Administrators

Attachment(s): 2005 Children First Program Plan
Child Support Agency Letter of Support
Children First Program Guide